

Frequently Asked Questions

Where can I get information on codes?

There are a number of codes that pertain to the construction and maintenance of properties. Local ordinances enacted by the Village are on file in the Village Hall, and the Village website www.bayside-wi.gov. Other codes, which are incorporated by reference, such as the State of Wisconsin Plumbing, Building and Electrical codes, the National Fire Protection code and others are available for review at the Department of Commerce website: www.commerce.state.wi.us

The Certificate of Compliance is valid for one year from the date the Certificate was issued.

The Building Inspector can be reached at the Village Hall Monday, Wednesday, and Friday from 10:00am–11:00am (414)-351-8811.

Be sure the proper permits were taken out for all remodeling, additions and updating projects, including but not limited to new furnaces, air conditioning and water heaters.

How much does the inspection cost?

The fee for a Certificate of Compliance is based on the square footage of your home. The fees includes the initial inspection and up to three re-inspections.

.08 cents/sq ft + 25% administrative charge.

**Minimum fee \$100.00 +
25% administrative fee**



**Maximum fee \$200.00 +
25% administrative fee**

How long can I have to make the repairs?

Normally, 30 days are given to make repairs on a statement of non-compliance. This is considered sufficient time to either complete the work or contact the Village to indicate progress made. Outside repairs such as painting and concrete work can be deferred during the winter months.

What should I do to prepare for the inspection?

There is nothing special that needs to be done to prepare for an inspection. Normal upkeep and maintenance of your property which is usually done while you live there should be sufficient. This should also include getting necessary Village permits for any improvements to the property such as finishing a basement or attic, adding a fence, or deck, etc.

Can I sell my home before I get a Certificate of Compliance?

A temporary Certificate of Compliance may be issued in order to avoid delay of a pending change of ownership, if the Building Inspector deems the violations are not "an immediate and imminent threat to the health or safety of the owners, the tenants, or the occupants of the structure". In this situation, the new owner must sign a letter of assumption of all outstanding violations, and agree that the premises will be brought into compliance within 30 days of closing. If the non-compliance items are an exterior concern, and the weather does not permit the repair, the new owner must sign a letter of acknowledgement of future enforcement via the Property Maintenance Ordinance. In this instance, a certificate of compliance can be issued.



Village of Bayside

PRE-PURCHASE

CODE

COMPLIANCE

PROGRAM

Building Inspection Department

**(414) 351-8811
www.bayside-wi.gov**

Purpose/Goal

The main purpose of the Code Compliance Program in the Village of Bayside is to maintain the health, safety and welfare of the community and its housing stock.

- Prevent the development of hazardous conditions which present a threat to the well-being of occupants of buildings and to other persons;
- Prevent deterioration of buildings;
- Maintain property values and proactively alleviate depreciation in property values;
- Protect the environment and preserve the aesthetic character of neighborhoods;
- Secure the health, safety, and welfare of those living in the Village.

This program monitors the general upkeep and maintenance of all residential properties, both single-family and multi-family, at the time of ownership change.

Over time, every residential property will be inspected.

The Certificate of Compliance is not intended to replace the traditional home inspection process that is done by private home inspection contractors, but rather examine the health and safety issues as they relate to Village Code.

Application Process

Prior to a residence being sold, a Certificate of Compliance must be issued. Because this process may take some time to complete, it is asked that you plan ahead and complete the application as soon as you decide to sell your home.

1. The property owner or his/her agent completes and files an application with the Village Building Inspector which is available at www.bayside-wi.gov or at the Village Hall. The fee must be paid at this time, and is non-refundable
2. An appointment is set for the inspection. Usually an inspection can be scheduled within one week of application, but during busy times, this could take longer.
3. The inspector fills out an inspection sheet and completes the inspection. An inspection takes approximately 60 minutes. All areas of the dwelling and outbuildings should be accessible to the Inspector.
4. If there are no code violations, a Certificate of Compliance will be issued.
5. If there are code violations, and/or missing permits, they will be listed on a written report that the applicant will receive from the Building Inspector within ten (10) business days. Once these violations are noted, they must be corrected whether the property is sold or not. When all violations are corrected, a re-inspection will be done. If everything is in order, the Certificate of Compliance will be issued within five days.

Checklist

The following is a list of items that may be inspected, but is not intended to be all inclusive.

Interior

Review files for outstanding orders, Walls, Ceilings, Floors, Window, Stairs, Railings, Fireplaces, Check smoke detectors, Plumbing, Fixtures, Connections, Cross Connections, Venting, Traps, Water Meter, Water heater, Relief Valves, Heating, Furnaces, Venting, Chimney Connection, Combustion Air, Fuel Lines, Space Heaters, Wood Burners

Exterior

Exterior Walls, Roofing, Gutters, Eaves, Fascia, Soffits, Vents, Siding, Stairs, Windows, Doors, Porches, Railings, Paint, Abandoned Oil Tanks

Property

Garages, Accessory Structures, Fences, Retaining Walls, Yards (drainage, weeds, litter), Decks, Patios, Driveways, Parking Areas, Walks

Electrical/Plumbing/HVAC

Service Drops, Distribution Panel, Fuses, Breakers, Grounding, Proper, Junction Boxes, Outlets, Switches, Fixtures, Extension Cords, Proper Venting, of Furnace, Sump Pump, Plumbing Pipes